



Cabinet

To the Cabinet on Friday, 26 April 2024

Date of meeting: Tuesday, 07 May 2024

Time: 18:30 Please note start time.

Venue: Harborough Innovation Centre

**Harborough Innovation Centre, Wellington Way, Airfield
Business Park, Market Harborough, LE16 7WB**

Members of the public can access a live broadcast of the meeting from the [Council website](#), and the meeting webpage. The meeting will also be open to the public.

- Information Exchange from Portfolio Holder
- Topical Issues
 - Questions
 - Petitions
 - Notices of Motion

Agenda

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of a meeting of the Cabinet - 25.03.2024 3 - 6**
- 4 Procurement of Flex D and Rural England Prosperity funded electric vehicle charging infrastructure projects 7 - 12**
- 5 Refurbishment of three flats at 1-3 Plowman's Yard, Market Harborough 13 - 20**
- 6 Procurement and implementation of a new commercial trade waste system 21 - 28**
- 7 Any Urgent Business**
To be decided by the Chairman.

JOHN RICHARDSON
CHIEF EXECUTIVE AND HEAD OF PAID SERVICE
HARBOROUGH DISTRICT COUNCIL

Contact:
democratic.services@harborough.gov.uk
Telephone: 01858 828282

Circulate to: Paul Beadle - Member, Simon Galton - Member, Mark Graves - Member, Jim Knight -
Member, Phil Knowles - Leader, Darren Woodiwiss - Member

Minutes of the Cabinet Meeting

Location: Council Chamber, The Symington Building, Adam and Eve Street, Market Harborough, LE16 7AG



Date: 25 March 2024 commencing at 6.30pm

Present:

Councillors: S. Galton (Chair) Cabinet member for Planning
J. Knight Cabinet member for Wellbeing
D. Woodiwiss Cabinet member for the Environment & Climate Change

Officers: J. Richardson- Chief Executive
L. Elliott – Deputy Chief Executive
C. Mason – Section 151 Officer
J. Young – Head of Legal, Interim Monitoring Officer
C. Bland – Head of Financial Services
R. Felts- Head of Customer Services & Community Partnerships
E. Bird- Head of Regulatory Services
K. Aitken- Business Planning Officer
S. Baldwin –Interim Democratic Officer

1. Apologies for Absence

Councillors Knowles (The Leader), Graves and Beadle offered their apologies.

2. Declaration of Members' Interests

There were none.

3. Minutes

It was noted that in the minutes in Declarations of Interest that Councillor Woodiwiss was made a voluntary Director of Harborough Energy, this should have stated "long-term Director."

The Minutes of the meeting held on 12 February 2024 were accepted as a true record.

4. 2023.24 Performance Report- Financial (Outturn) and Corporate Quarter 3 (Year ending 31 March 2024)

The Section 151 Officer introduced and explained the report. The Chair asked for clarification on the outcome should there be an underspend and the Section 151 Officer explained that if this were to happen, those funds would go into the general reserve. He also reminded the panel that there would be another report to follow prior to the end of the financial year.

It was therefore RESOLVED that; the report be noted.

5. Strategy for Housing and the Prevention of Homelessness and Rough Sleeping 2024-2029

Councillor Knight, Portfolio Holder for Wellbeing, introduced and summarised the report and the importance of it in the Harborough District with currently 876 people on the housing register awaiting accommodation.

The Head of Customer Services & Community Partnerships gave an overview of the Strategy including its key priorities and themes. She also explained that the team are now sufficiently staffed which is helpful in providing these services.

Councillor Knight thanked the Team for the hard-work they are undertaking in often, very sensitive circumstances to meet these issues.

It was therefore RESOLVED that Cabinet;

- 1. Adopt the Strategy for Housing and the Prevention of Homelessness and Rough Sleeping 2024-2029 as set out in Appendix A**
- 2. Note the key priorities around new housing supply to include an increase in the supply of new housing to facilitate the building of new homes suitable for those with health and disability needs and to meet the specific challenges of providing homes in rural locations.**
- 3. Note the key priorities around homelessness, including the ongoing prevention of homelessness, to deal with increasing numbers of people fleeing domestic abuse, continuing to tackle rough sleeping and to look to provide more suitable temporary accommodation in the district.**

6. Extension of Lightbulb Delegation and Collaboration Agreement in relation to the Lightbulb Programme for One Year

Councillor Knight, Portfolio Holder for Wellbeing introduced and summarised the report.

The Head of Regulatory Services explained a little about the Lightbulb Programme and collaboration with Blaby District Council, the work undertaken, the benefits of the programme and stated that HDC support this programme, and this is therefore a great opportunity to be able to extend the delegation and agreement for another year.

It was therefore **RESOLVED** that Cabinet:

- 1. Approves the extension of the current delegation and collaboration agreement with Blaby District Council for an initial one-year period, noting that in doing so, it:**
 - a. Enables further work to be undertaken by officers to review the delivery models of the Lightbulb Service and**
 - b. Notes that further report will be brought to Cabinet on the outcome of the review and for Cabinet to consider and approve any proposed future delivery of the service.**

7. Any Urgent Business

There were no urgent items to consider.

The meeting ended at 7.13pm.

Harborough District Council



Report to Cabinet Meeting of 7th May 2024

Title:	Procurement of Flex D and Rural England Prosperity funded electric vehicle charging infrastructure projects
Status:	Public
Key Decision:	Yes
Report Author:	Elaine Bird (Head of Regulatory Services)
Portfolio Holder:	Cllr Darren Woodiwiss (Portfolio Holder for Environment and Climate Change)
Appendices:	Not Applicable

Summary

- i. The report seeks extended Chief Officer delegated authority to be granted to the Director of Communities and Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change, to approve contracts related to the delivery of the Flex D project or related contracts for the installation of electric vehicle charge points which have been procured through framework agreements, where the value of the contracts are greater than the Council's Standard Operating Procedure Rules for procurement, unless there is a timely cabinet available to approve them.

Recommendation

It is recommended that Cabinet:

- 1. Delegates authority to the Director of Communities and Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change, to approve the award of Flex D and electric vehicle charge point installation related contracts procured through framework agreements, which exceed the value threshold set out in the Council's Standard Operating Procedure Rules unless there is a timely Cabinet meeting available to approve those contracts.**
- 2. Delegates to the Director of Communities and Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change and the Head of Legal Services, authority to negotiate and finalise the contracts, including minor variations.**

Reasons for Recommendation

- i. To minimise delays in the delivery of the Flex D project and the roll out of electric vehicle charge point installations to meet the timeframes of the external funders.

1. Purpose of Report

- 1.1 This report seeks approval by Cabinet for delegated authority to the Director of Communities and Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change to approve Flex D and electric vehicle charge point installation related contracts which have been procured through framework agreements which would exceed the value thresholds set out in the Council's Standard Operating Procedure Rules, unless there is a timely Cabinet meeting available to approve such contracts.

2. Background

- 2.1 Harborough District Council has been awarded funding from the Business Rates Pool and the national Local Electric Vehicle Infrastructure Pilot (LEVI) programme for the delivery of the Flex D project across Leicestershire. The total amount of funding received gives a total project cost of £2.3m. Details of Flex D and progress to date is set out in section 3 of this report.
- 2.2 In addition to the funding for the Flex D project, the council has been awarded £155,000 through the Rural England Prosperity for the installation of rural electric vehicle charge points.
- 2.3 Acceptance of the Flex D was agreed and included in the budget at the meeting of the Council on the 27th February 2023.

3. Detail

- 3.1 The Flex D project was designed to deliver innovative and collaborative approaches to increasing the charging infrastructure in Leicestershire. The council has led on behalf of all seven District and Borough Councils across Leicestershire and Leicestershire County Council have been supportive of the development of Flex D and have been involved with the delivery of the project.
- 3.2 Flex D consists of the following key aspects:
 - 3.2.1 7 charging hubs, one per District/Borough – consists of solar canopy, battery storage and 6 standard dual chargers delivering 12 sockets at 7.5kW per socket;
 - 3.2.2 4 rural EV car clubs – enabling rural mobility and driving uptake of EV's and use of chargers.
 - 3.2.3 21 standard dual chargers in smaller village locations – co-located with the car clubs to enable charging of vehicles, but also to develop the network of charging between hub towns and satellite villages.
 - 3.2.4 Staffing to manage the installations, to develop and deliver a behaviour change campaign including EV roadshow and to develop the car clubs.

- 3.3 Over the past 12 months, locations for each of the district EV charge hubs have been identified in each locality and where necessary planning applications are going to be submitted in the very near future.
- 3.4 In addition consultants have been appointed and have developed the technical specifications and procurement documentation in consultation with the Welland Procurement Unit.
- 3.5 During the year, a soft market testing exercise has been carried out in relation to the charge hubs. Three suppliers responded to the soft market testing with submissions for the total project costs of between £677K to £1.46M depending on the supplier. The grant funding for this element of the Flex D project is £1.41M and whilst one supplier's costs were in excess of this amount, generally the outcome of the soft market testing was in line with the funding available.
- 3.6 In addition, the council has been awarded £155K through the Rural Prosperity Fund to support the roll out of rural Electric vehicle charge points across the district. This funding must be spent by the end of March 2025.
- 3.7. Due to the similar nature of both projects, they will be delivered concurrently and procured through the Oxford City Council Dynamic Purchasing System for the Supply of Electric Vehicle Charging Infrastructure and Associated Services framework agreement.
- 3.8 Due to the value of the contracts, under the Council's Standard Operating Procedure Rules, Cabinet approval would be required to award the contract which if there are not convenient Cabinet meetings scheduled would lead to a delay in the delivery of the project.

4 Implications of Decisions

Corporate Priorities

- 4.1 The amendment to the Scheme of Delegation will help reduce delays in awarding essential contracts for the delivery of the Flex D and rural electric vehicle charge point, which will help deliver the following corporate priorities:
 - CO3: The rural nature of the district will be recognised, and our heritage and cultural assets are preserved.
 - CO4: Engagement of our local communities, the voluntary and charitable sector and ensuring they actively manage their own localities and shape their own places.
 - CO5: The district will be shaped through good design, that addresses local needs and promotes healthier life choices.
 - CO11: Our natural environment will be protected and enhanced, with improved access to green open spaces and increased biodiversity.
 - CO14: Green practices, such as energy provision and recycling, will be positively encouraged and usage increased across the district to help meet our net zero targets.
 - CO16: The environmental impacts of growth are mitigated as far as practically possible.

Consultation

- 4.2 As this is an internal council governance matter there is no need for consultation however the Portfolio Holder for Environment and Climate Change is supportive of the proposal.

Financial

- 4.3 No additional resources are required.

Legal

- 4.4 Subject to the approval of the recommendations set out in this report procurement will be undertaken in accordance with the provisions set out in the Council's Constitution.

Environmental Implications

- 4.5 The Council has declared a climate emergency. This report addresses climate issues by supporting the delivery of EV charge points in Market Harborough and rural locations and consequently improving the EV charge point network throughout the district and neighbouring local authorities.
- 4.6 The project also includes behaviour change campaigns to encourage the take up of EV vehicles and the development and roll out of the rural car club model with support those communities with poor public transport links.

Risk Management

- 4.7 The temporary amendment to the delegated authority will help minimise delays in the delivery of the Flex D project and the roll out of rural EV charge points through the Rural Prosperity Funding to meet the grant funders timelines.
- 4.8 The use of an approved procurement framework should save significant time and money, while still delivering a service specified to local requirements, and supporting local decision making and accountability.
- 4.9 Using a framework reduces the risk of non-compliance with the Public Contract Regulations (2015) They remove the need to independently undertake a full procurement process, as this has already been done as part of setting up the Framework.

Equalities Impact

- 4.10 An Equalities Impact Assessment (EIA) for the Local Plan will be prepared and updated at key stages of the Local Plan making process. In addition, an EIA will be prepared for each public consultation stage.

Data Protection

- 4.11 Not applicable for this report

5 Alternative Options Considered

- 5.1 Option 1: Not to amend the current Scheme of Delegation to award contracts outside of the council's Standard Operating Procedure Rules and for each contract in excess of £50,000 to be considered by Council for approval.

This option is not recommended because the time this would take would delay the delivery of the Flex D project and roll out of the rural EV charge points.

6 Recommendations

- 6.1 It is recommended that Cabinet:

1. **Delegates authority to the Director of Communities and Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change, to approve the awarding of Flex D and electric vehicle charge point installation related contracts procured through framework agreements, which exceed the value threshold set out**

in the Council's Standard Operating Procedure Rules unless there is a timely Cabinet meeting available to approve those contracts.

2. Delegates to the Director of Communities and Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change and the Head of Legal Services, authority to negotiate and finalise the contracts, including minor variations.

7. Background papers

- 7.1 Report to the Council meeting 27th February 2023 incorporating the [Flex D funding into the Capital Programme](#).
- 7.2 Report to Cabinet meeting 6th March 2023 – [Governance Arrangements for Allocation of UK Shared Prosperity and Rural England Prosperity Funding](#)

Harborough District Council



Report to the Cabinet Meeting of 7th May 2024 (Appendix 1 Exempt)

Title:	Refurbishment of three flats at 1-3 Plowman's Yard, Market Harborough
Status:	Public with exempt appendix not for publication by virtue of paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972.
Key Decision:	Yes
Report Author:	Caroline Averill, Head of Property Services
Portfolio Holder:	Finance, Councillor Graves
Appendices:	Appendix 1: Business Case for Refurbishment of 1-3 Plowmans Yard (exempt)

Summary

Description of project	The award of a building contract to renovate an HDC owned property bringing it up to modern standards for use as temporary accommodation for homeless.
Project objectives	To provide a high quality, local solution to meet the Council's duties whilst also making a revenue saving by offering an alternative to bed and breakfast or hotel accommodation.
Project benefits	In addition to revenue savings, to provide updated residential accommodation with good insulation and low heating costs.
Key project outputs	To provide three flats to accommodate homeless individuals and families.

Recommendations

1. That Cabinet notes the content of the Housing Services Manager's business case (Appendix 1) in respect of the refurbishment of Flats 1-3 Plowman's Yard, Market Harborough.
2. That Cabinet delegates authority to the Director of Resources (& s.151), in consultation with the Portfolio Holder, Finance, together with the Head of Legal Services to award and finalise the building contract, including any minor variations.

Reasons for Recommendations

- i. To ensure that the Council appoints a suitable contractor to undertake the building works as described.
- ii. A direct contract award, based on the tender documentation, is the best way forward and will provide the best value for money for the project.

1. Purpose of Report

To inform Cabinet and seek approval to delegate the award of a building contract to a preferred contractor in connection with the renovation of an HDC owned property to bring it up to modern standards for use as temporary accommodation for homeless.

2. Background

- 2.1 HDC owns four flats in Plowman's Yard, off Coventry Road, Market Harborough, to provide temporary accommodation for homeless families.
- 2.2 Part of the property was a lock-up garage which has recently been converted to residential use by creating a single bedroomed flat. It is presently occupied by a formerly homeless individual who will shortly be moving into permanent accommodation.
- 2.3 Our building consultant, Rhomco, have produced a report detailing works required to remedy significant defects, including damp, heating and insulation issues within the remaining three flats and bring the accommodation up to a reasonable standard.
- 2.4 This work includes installing external wall insulation, replacing existing windows and doors, providing an internal ventilation system and replacement space heating, and reroofing the property with adequate insulation and ventilation.

3. Details

Issues Affecting Flats 1-3 Plowman's Yard

- 3.1 Flats 1-3 Plowman's Yard are showing evidence of mould thought to be caused by condensation on cold surfaces and insufficient ventilation and, as a result, the property is currently vacant and uninhabitable. Our building consultants Rhomco, were asked to undertake a visual building surveying inspection of the accessible parts of each residential flat for the purposes of recording the visible presence of any mould / damp and identify the causes, recommend mitigating works to overcome the issues identified and produce budget costs for recommended works.
- 3.2 Numerous defects and issues were identified during the investigations. Rhomco recommended removal of the roof system and replacement with a breathable roof underlay, suitable roof space ventilation, re-used slates and ceiling vapour barrier, replacement of the external wall rendering with an insulated render system and replacement of existing windows and doors. The works would need to obtain relevant Planning, Conservation, Building Regulations and Party Wall consents as required.

- 3.3 Following the results of the surveys, it was decided to implement a scheme of general building works to overcome the disrepair, including external roof, gutter, render and window replacement, internal injection DPC installation, stack ventilation system, upgrading heating, fire alarms and associated repairs and redecorations and Rhomco have been commissioned to provide Building Surveyor services.

The Business Case for Refurbishment

- 3.4 The Housing Services Manager, HDC Housing Services, has provided at Appendix 1 a detailed commentary on the Business Case in support of refurbishing 1 to 3 Plowman's Yard. In summary this commentary shows that:

- Total cost of refurbishment: £220,000 (best estimate)
- Total cost of private sector provision: £62,433 per annum
(the three to be refurbished units only)
- Pay-back:
 - worst case scenario: 3.5 years
 - likely case scenario: 3.2 years

See Appendix 1, Table 1

Procurement

- 3.5 Rhomco recommended that the works be procured under a JCT Intermediate Form of Building Contract, with Contractors Design, based on a full open market tender. Additionally, a Mechanical & Electrical design consultancy, McCann & Partners Ltd, have been appointed for preparation of documents for inclusion in the tender pack.
- 3.6 The proposed scheme involves the Party Wall Act 1996 requiring notification to adjoining building owners under the act. Additionally, as access is required to neighbouring land, this will involve the Access to Neighbouring Land Act 1992 and a Scaffold Licence.
- 3.7 Following production of full tender documentation, Welland Procurement were commissioned to manage the building contractor procurement process on behalf of HDC. Tender documentation was issued via the ProContract portal with a closing date of 7th March 2024.
- 3.8 No compliant tenders were received for the refurbishment work to the property.
- 3.9 Following discussions with Welland Procurement and Legal Services, it has been agreed that the procurement can progress to direct award. Considering this, a procurement exemption form has been completed. Discussions are currently ongoing with our building consultants, Rhomco, to agree terms with a local builder to deliver the required refurbishment.
- 3.10 As the property is divided into four flats, we have been advised by HDC Development Control that there are no permitted development rights applicable and, as such, planning permission is required. A planning application has been submitted to HDC Planning detailing the works described above.

Corporate Plan

4.1 **PRIORITY 1: CO1:** There will be an adequate supply of housing to meet local needs across all tenures and price ranges and reducing the potential for homelessness.

PRIORITY 2: CO6: Our residents will be able to live more independent lives, with the right support and guidance in place to allow this.

CO10: Physical and mental health needs will be addressed to prevent crisis and support those that are the most vulnerable in our communities, including those that face loneliness, food, and fuel poverty and those that need support to remain in their own homes.

KA.02.01: Provide support for the most vulnerable in our communities, ensuring that they have suitable accommodation to safeguard them from harm and we provide high quality help and advice on housing options. • Minimise homelessness through early intervention. • Resolve applicants' housing problems through enhanced housing advice, rent deposit and similar schemes to enhance access to private tenancies, family mediation, domestic violence victim support, and tenancy sustainment. • Number of repeat homelessness acceptances.

Consultation

4.2 Throughout the tender process, members of the following teams have been consulted; Finance, Assets, Procurement, Planning, Legal.

Financial

4.3 The present budget allocation for this work is £200,000. Current estimates are that the refurbishment will cost £220,000 – an increase of 10%. If this is required, the allowances within the constitution will be followed to ensure delivery of the project (as per Rule E5), or delegation to use an element of the Special Projects allocation within the 2024/25 capital programme if the actual cost exceeds £220,000.

4.4 The recommendation offers the best means of achieving value for money and financial sustainability.

4.5 The opportunity saving from this refurbishment for all flats at Ploughman's Yard could be circa £87k pa:

- Cost of Night Spot Provision: £79,594
- Income from Internal Provision: £7,978

Legal

4.6 Award of the contract is subject to Cabinet approval; the option of deciding not to proceed is available.

4.7 Having completed a procurement exemption form, the Council can make a direct award to a suitable contractor.

4.8 The proposed form of contract is the JCT Minor Works Building Contract with contractors' design 2016 Edition.

Environmental Implications

4.9 Implementation of the recommendations will support the Council's commitment to become a net zero carbon Council by 2030 as far as is possible within financial constraints.

Risk Management

4.10 It is proposed Rhomco, an experienced building surveyor, will manage the contract on behalf of HDC.

Equalities Impact

4.11 None

Data Protection

4.12 Not applicable

5 Alternative Options Considered

5.1 An option to carrying out this work is to do nothing and sell the property in existing condition on the open market. This would mean that Flat 4 would not be available for homeless accommodation occupation.

6 Background papers

- Surveys of required refurbishment works.
- Contract drafts and final version.

Cabinet – 7th May 2024

Section 100A (4) Local Government Act 1972

The following item is suggested to be dealt with under the above legislation.

To comply with the Act the following resolution needs to be passed.

“That the public and press be excluded from the remainder of the meeting on the grounds that the matters yet to be discussed involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972”.

- **Exempt: Appendix A** ‘Refurbishment of three flats at 1-3 Plowman’s Yard, Market Harborough ‘

Harborough District Council



Report to Cabinet Meeting of 7th May 2024

Title:	Procurement and implementation of a new commercial trade waste system
Status:	Public Appendix A is exempt not for publication by virtue of paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972.
Key Decision:	Yes
Report Author:	Ryan Finnegan, Waste Operations Manager
Portfolio Holder:	Cllr Darren Woodiwiss (Portfolio Holder for Environment and Climate Change)
Appendices:	A. Exempt : Pricing document for Provider A

Summary

- i. This report seeks Cabinet approval to award a new commercial waste contract management system to Provider A, in line with officer recommendations.

Recommendation

It is recommended that Cabinet:

- 1. Approves to award the contract for a new commercial waste contract management system to Provider A which will be procured using the GCloud framework.**
- 2. Delegates to the Director of Communities & Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change and the Head of Legal Services, authority to negotiate and finalise the contract, including minor variations.**

Reasons for Recommendation

- i. To ensure that the Environmental Services team can continue to deliver an efficient and reliable commercial waste collection service to businesses within Harborough district including the provision of a legal contract and duty of care documentation.
- ii. To replace the old Access Database, which is out of date technology and no longer supported by ICT.

1. Purpose of Report

- 1.1 This report seeks Cabinet approval to procure and award a new commercial waste contract management system to Provider A, in line with officer recommendations.

2. Background

- 2.1 The Council's Environmental Services Team provides a commercial waste collection service to businesses located within the Harborough district boundary.
- 2.2 There are approximately 800 customers using Harborough District Council's commercial waste collection services generating an income of circa £950,000 per annum.
- 2.3 The current system used to manage all contractual documentation relating to the commercial waste collection service has come to the end of its life and is no longer supported.
- 2.4 The current system is no longer in line with the Council's digital transformation strategy and still requires a large amount of manual intervention, particularly in relation to invoicing of customers and this is very resource-intensive.

3. Detail

- 3.1 The Environmental Services team currently uses a Microsoft Access database to manage its commercial waste collections – including any legal contract and duty of care documentation.
- 3.2 The current Microsoft Access database system does not allow for any form of integration with the new finance TechnologyOne system meaning that invoices are required to be raised manually.
- 3.3 The current Microsoft Access database system also requires a long and manual process to produce contract renewals, duty of care documents and making amendments to contracts throughout the year which are all additional tasks.
- 3.4 If, for whatever reason, the current Microsoft Access database system fails, we do not have any technical support to fix issues and this may result in the loss of data and will impact upon the ability to continue to provide services to businesses, including not being able to accurately invoice payments.
- 3.5 A procurement process has been undertaken utilising the GCloud Framework as part of the Government's Crown Commercial Service. The first part of this process was to create a specification of functionality that was required for the new system. Following this, key search terms from the specification was used to shortlist suppliers. This resulted in only one supplier (Provider A) being shortlisted and as such a quotation was provided by Provider A and is attached as Appendix A to this report.
- 3.6 The new system offered by Provider A allows for data integration with our finance system by exporting the data in a specified format and uploading this data into the finance system to produce the required invoices. This process would streamline the invoicing process, making it much more efficient and saving officer time.
- 3.7 The new system offered by Provider A also allows for route optimisation and in-cab technology for our waste collection crews to report any issues with collections, including functionality to upload photographs to support any issues.

- 3.8 The Environmental Services team already uses Provider A, via our Environmental Services Contractor (FCC), for the provision of round data and monitoring of domestic waste collections to over 44,000 households across the district. Therefore, the advantage of using the Commercial module offered by Provider A would mean that both internal HDC staff and our contracted waste collection crews are already trained in the use of the system and know its functionality very well.

4 Implications of Decisions

Corporate Priorities

- 4.1 The implementation of this system enables the council to continue to support businesses and residents to deliver a prosperous local economy.
- 4.2 Through the provision of offering recycling services to local businesses we meet the corporate priority, Environment and sustainability – enhancing and protecting our natural environment with improved access to open and green spaces, addressing climate issues proactively looking to future sustainable options and reducing environmental crime to further protect the environment.

Consultation

- 4.3 There has been ongoing engagement and consultation with internal teams including ICT, Finance and Information Governance to agree requirements and functionality of a new commercial waste contract management system.
- 4.4 The system offered by Provider A has been reviewed by the Head of ICT and Digital Transformation, the Head of Finance Services and the Information Governance Officer who have not raised any concerns about the systems capability or functionality.
- 4.5 Welland Procurement have been consulted regarding this procurement and advised that G Cloud was the most appropriate route to market for this requirement. The Deputy Head of Welland Procurement has reviewed the process taken, and confirmed the outcome is compliant with the Procurement Regulations 2015.

Financial

- 4.6 The cost of the new system offered by Provider A and its implementation will be funded by revenue generated by the commercial waste collection service. The costs of the new system have been incorporated into the 2024/25 fees and charges to ensure full cost recovery. Contract duration will be considered during final negotiations, but is expected to be for a minimum term of 4 years (subject to performance).

Legal

- 4.7 Subject to the approval of the recommendations set out in this report, Procurement will be undertaken in accordance with the provisions set out in the Council's Constitution under the Government's GCloud Framework.

Environmental Implications

- 4.8 It is not anticipated that there will be any environmental implications by approving the recommendations made in this report.

Risk Management

- 4.9 The implementation of a new system will ensure service continuity and allow for continued good customer service. If we do not procure a new system, there is the possibility that the current system being used may fail and as it is no longer supported, it would cause a significant impact on service delivery.
- 4.10 The use of an approved procurement framework should save significant time and money, while still delivering a service specified to local requirements, and supporting local decision making and accountability.
- 4.11 Using a framework reduces the risk of non-compliance with the Public Contract Regulations - they remove the need to independently undertake a full procurement process, as this has already been done as part of setting up the Framework.

Equalities Impact

- 4.12 The Equality, Diversity and Safeguarding Officer for Harborough District Council has been consulted and it has been agreed that the approval of the recommendations in this report would not have any equalities impacts.

Data Protection

- 4.13 The Information and Governance Officer has reviewed Provider A's credentials and there are no concerns over data protection.

5 Alternative Options Considered

- 5.1 Option 1: Do nothing and keep the current system being used. This option is not recommended as there is no longer support for the current system and therefore if there are any future technical issues, this may cause significant impacts on service delivery including the potential loss of data and important information which we may not be able to recover.

6 Recommendations

- 6.1 It is recommended that Cabinet:

6.1.1 Approves to award the contract for a new commercial waste contract management system to Provider A which will be procured using the GCloud framework.

6.1.2 Delegates to the Director of Communities & Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change and the Head of

Legal Services, authority to negotiate and finalise the contracts, including minor variations.

7. Background papers

7.1 There are not background papers for this report.

Cabinet – 7th May 2024

Section 100A (4) Local Government Act 1972

The following item is suggested to be dealt with under the above legislation.

To comply with the Act the following resolution needs to be passed.

“That the public and press be excluded from the remainder of the meeting on the grounds that the matters yet to be discussed involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972”.

- **Exempt: Appendix A** ‘Procurement and implementation of a new commercial trade waste system’

